

## Downtown Property and Business Improvement District Fund

## Fund 302

### PURPOSE OF THE FUND:

The Downtown Property and Business Improvement District (PBID) was established to account for the revenue collected and expenses related to maintaining and operating any public improvements which are local in nature and are payable from annual assessments apportioned among the several lots of parcels or property within the maintenance district.

The Department of Public Works and the Department of Transportation shall annually prepare a budget based on input from the PBID Property Owners Association for the costs and expenses of maintaining and operating any or all of said public improvements of a local nature during the ensuing fiscal year, which shall include the following:

1. The gross amount required for the costs and expenses of maintaining and operating said public improvements;
2. The balance which will be available in the assessment fund at the end of the current fiscal year for such purposes;
3. The amount, if any, to be contributed by the city to pay any part of said costs and expenses;
4. Amounts to be repaid to City for funds advanced by the City to pay deficits which occurred in prior years; and
5. The net balance, which is the amount necessary to pay said costs and expenses.

### AUTHORITY FOR THE FUND:

Establishment of this fund is required as part of the Downtown PBID Management Plan/Engineer's Report, which was approved by City Council on June 12, 2007. Revenue and expenditure estimates are budgeted via Council funding sources resolution and appropriation ordinance, respectively.

### SOURCE OF FUNDS:

- Benefit assessments
- Interest earnings

On an annual basis, the Downtown PBID Owners Association determines the assessment revenue needed to fund the services specific in the approved Management Plan. The Management Plan provides the assessments rates, which may increase by a maximum of 5% per year. The Downtown PBID Owners Association will forward the proposed assessment to Council for approval.

### FUND RESTRICTIONS:

Disbursements must fall under the guidelines described above and interest earned in the district must be expended for services within the district.

Revenues are assessments subject to Proposition 218 requirements.

Updated as of: January 25, 2008

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## LEAD RESPONSIBILITY:

- Public Works Department
- Department of Transportation

## FINANCIAL INFORMATION AND LOCATION:

### Comprehensive Annual Financial Report (CAFR) Designation:

Governmental Fund-Special Revenue

### Budget Location:

Adopted Operating Budget

### Funding Sources Resolution and Appropriation Ordinance Location:

Section 6.50

## NOTES:

### Location of District:

The boundary of the Downtown Property and Business Improvement District (PBID) is generally described as the core of the Downtown area bounded roughly by:

- 4<sup>th</sup> Street, including the City Hall complex, to the East
- St. James and Devine Streets to the North
- Highway 87 and the Arena complex to the West, and
- Reed Street to the South

### Zones of Benefit:

The PBID Management Plan also established two zones of benefit within the Downtown area described as:

- Premium zone of benefit encompasses the core of Downtown and is bounded roughly by St. John to the North, Almaden to the West, Reed Street to the South, and 4<sup>th</sup> Street to the East.
- Basic zone of benefit includes the remainder of the Downtown area and generally includes the perimeter to the boundary of the PBID on the West and North, including City Hall.